



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Governor

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BOB MARTIN
Commissioner

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Lt. Governor

October 31, 2014

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

**SDW PT RESULTS DUE TO OQA
BY MARCH 27, 2014**

Attention Laboratory Manager:

RE: January Water Supply PT Study

For the past 12 years the State of New Jersey has contracted with Accredited PT Providers to supply Proficiency Testing (PT) Samples to businesses participating in the Environmental Laboratory Certification Program (ELCP). The State is no longer administering a PT Sample Contract and businesses are now responsible for contacting PT Sample Providers to obtain their own samples. As a participant in the ELCP your business is required to acceptably analyze at least one PT Study annually for each parameter in which you hold certification.

Businesses are required to purchase PT Samples from an A2LA or ACLASS approved PT Provider that meets the TNI requirements. Not all PT Providers are accredited for all parameters therefore you must ensure the provider you choose has the required accreditation prior to obtaining your PT samples. A list of approved PT Providers can be found in Attachment A of this letter. It can also be found at <http://www.nelac-institute.org/ptproviders.php>.

For the January Water Supply Study businesses are required to purchase and analyze PT Samples for the parameters given on the attached "SDW Parameter Table" (Attachment B) in which they hold New Jersey Certification.

Please also note the following:

- Businesses must assure that for the January Water Supply Study the PT sample(s) are not analyzed before January 1, 2015.
- Businesses must assure that for the January Water Supply Study all PT Sample results are submitted by the PT Sample Provider to the New Jersey Department of Environmental Protection's Office of Quality Assurance (OQA) by close of business March 27, 2015.

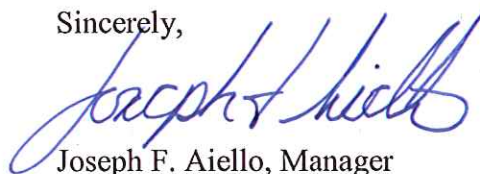
- PT Sample results received by the OQA after March 27, 2015, will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Businesses must report the PT Sample result with the method in which it holds certification. **If a business reports a PT Sample result with a method other than that in which it holds certification it will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.**
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- For PT Sample results that are found "Unacceptable", other enforcement actions may be taken by the NJDEP in addition to the requirement for analyzing samples in a make-up study.
- For any parameters not detected in the PT Sample the laboratory must report a result of less than the laboratory's Reporting Limit ($< RL$) to get credit for the analysis of the parameter. **If a non-detect is not reported as a less than value no credit will be received for the parameter.**

For the January Water Supply Study businesses are required to analyze Pt Samples for each analyte by each method in which they hold New Jersey certification. For example, if a laboratory is certified for Aluminum by USEPA 200.7 and Standard Methods (SM) 3120 the laboratory must analyze and pass a PT sample for both USEPA 200.7 and SM 3120 to retain certification for both methods.

Additionally, PT Samples are to be entered into the sample receipt log as samples and tracked through the analytical process as routine environmental samples. PT Samples received as ampules are to be diluted according to the PT Provider's instructions. The diluted ampule becomes the routine environmental sample, which is then added to a routine sample batch. PT Samples shall not be analyzed multiple times unless routine environmental samples are analyzed multiple times. Results from multiple analyses must be calculated in the same manner as routine environmental samples. The type, composition, concentration and frequency of quality control samples analyzed with the PT Samples shall be the same as with that used for environmental samples. Also, initial and continuing calibrations shall be the same frequency as that used with routine environmental samples.

If you have any questions please contact Rachel Ellis at 609-292-3950.

Sincerely,



Joseph F. Aiello, Manager

Enclosure(s): Attachments A & B